

1
2



3
**OKLAHOMA
SWIMMING**



7

8

9

Oklahoma Swimming Mission Statement: To develop excellence, character, and growth in swimming for all.

11

12

13

14

Oklahoma Swimming Vision Statement: To advance our core values of selflessness, excellence, leadership, integrity, inclusion, and development by increasing competitive opportunities and developing relationships that promote excellence and growth.

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

**OKLAHOMA SWIMMING, INC.
FALL BOARD OF DIRECTORS BUSINESS MEETING
AGENDA**

Hosted by Oklahoma Swimming, Inc.

**Location: Glenpool Conference Center
12205 South Yukon Avenue
Glenpool, OK 74033**

**Schedule of Meetings:
Friday October 12, 2018, 2018 OKS Board of Directors
7:00 PM-9:00 PM
Adjourn**

These minutes are informational only and subject to review and approval at the next scheduled Board of Directors Meeting.

40
41
42 **OKS Board of Directors Meeting**

43
44 **AGENDA/ORDER OF BUSINESS BOARD OF DIRECTORS**
45 **7:00-9:00 PM FRIDAY, October 12, 2018**

46
47 **Start Time: 7:00 PM**

48
49 **Welcome:** Paul Thompson, General Chair

50
51 **Introduction of Guests:** PT, GC

- 52
 - Patrick Garrett
 - Ali Baker

53
54
55 **Additions or corrections to the Agenda:** PT, GC

- 56
 - Policy and Procedure Item, Sanction Application Form OKS
 - Coaches Committee: 4 proposals LSC State Championship Meet Book Revisions

57
58
59
60 Motion to approve additions 1st BH 2nd KM, All in favor, motion passed

61
62 **Reading of Declaration of Conflict of Interest Statement:** PT, GC

63
64 **Declaration of Conflict of Interest:** *Is any member aware of any conflict of*
65 *interest (that is, of a personal interest or direct or indirect pecuniary interest) in*
66 *any matter being considered by this meeting which should now be reported or*
67 *disclosed or addresses under the USA-Swimming Conflict of Interest Policy". If a*
68 *board member determines there to be a conflict of interest at any point during the*
69 *course of the meeting when a specific subject is being discussed and or action is*
70 *being taken, a declaration of a conflict of interest should be made at that time.*

71
72 **Confirmation that all board members have a current Conflict of Interest statement**
73 **on file. (OKS Secretary)**

- 74
 - Kayley Henderson signed COI statement. All others on file

75
76 **Secretary: Roll call of board members.**

77 **OFFICERS:**

78 General Chair PT- Present
79 Admin. Vice-Chair DO - Present
80 Age Group Vice – Chair BH - Present
81 Senior Program Vice- Vacant
82 Senior Athlete Rep. DM - Absent
83 Senior Athlete Rep. AK - Present
84 Junior Athlete Rep. KH- Present

85 Junior Athlete Rep. RB - Present
 86 Coaches Rep. JB - Present
 87 Diversity/Inclusion Chair KM - Present
 88 Membership/Registration Coordinator CL - Absent
 89 Officials Chair CH - Present
 90 Safety/Risk Management Chair AM - Absent
 91 Secretary TG - Present
 92 Treasurer AM - Absent
 93 Finance Vice- Chair MB - Present
 94 Safe Sport Chair CL – Absent

95
 96 At Large Member CE - Present
 97

98 **Moment of Mission: GC**

99 Recently at convention, PT was approached by a person of respect from a much larger
 100 LSC. That person complimented PT on the accomplishments and fortitude of our LSC.

101
 102

103 **Reading, Correction and Adoption of Minutes of Previous Meeting**
 104 **April**

- 105 • MB made motion to accept, AK 2nd, All in Favor, minutes were adopted

106
 107 **Consent Agenda: If a member disagrees with a consent agenda item or wants to move**
 108 **it to the regular agenda, the member may request that the item be pulled from the**
 109 **consent agenda for further discussion.**

110

111 **Reports submitted from the following:**

- 112 **Admin Vice Chair**
- 113 **Age Group Vice Chair**
- 114 **Senior Program Chair**
- 115 **Athlete reps**
- 116 **Coach Rep**
- 117 **Diversity/ Inclusion Chair – pulled for additions**
- 118 **Safety/Risk Management Coordinator**
- 119 **Officials Chair**
- 120 **Secretary**
- 121 **Treasurer**
- 122 **Finance Vice Chair**
- 123 **Safe Sport Chair**

124

125 Motion to accept agenda by GC, PT, motion was accepted.

126

Topic	Discussion	Action	Person Responsible

Topic	Discussion	Action	Person Responsible
1. Swimposium	Update from convention planning meeting with Cathy Durance, date and location for 2019 set (Strategic)	<p>Location Jenks, OK Swim Clinic-kids 12 & under/13 & over Ashley Twitchell Mental Health-all Samantha Livingston Emily Breneman Coach Clinic-Susan Teeter/training Safe Sport-Carole Lee well as an additional speaker.</p> <p>4 speakers-includes travel, hotel, airfare, rental car, 800-1200. USAS caps Olympian at 3500, \$100 per diem</p> <p>Teeter approx. \$2500 Mental Health Workshop approx. \$4000</p> <p>Follow up with Kathy end of October about cost for presenters</p> <p>Motion Approved</p> <p>Swimposium date to Sept. 28, 2019</p>	<p>Task Force Established, DO Chair, KM, MB, CL, AB and Lisa Ruffins Ath Reps KH, RB</p> <p>1st KM 2nd MB All in favor</p>
2. Model By Laws OKS	Would like to have review of Bylaws with proposals by Thanksgiving, with a possible conference call follow up. First of year send to non-profit attorney. Though is that some of By Laws will not fall under OK Non-Profit Law. Send By Laws to LSC by February. Working on P & P concurrently.	<p>BOD to be at Edmond Convention Center on Saturday. April 6th, 2019 with special HOD meeting at 1:30 for ByLaw vote.</p> <p>Voted and Approved</p>	<p>Paul – GC</p> <p>All in Favor</p>

Topic	Discussion	Action	Person Responsible
3. D & I	D & I Chair is not listed as a board position under the new model By Laws recently approved at the September HoD meeting in Jacksonville FL.	KM requested that the board consider keeping the D&I Chair as a board of director position in the new model By Law review.” D & I Camp Carolina Smith, Will Harkins, Joey Batts, Will Frazier. Georgette Smith – Coach PDF with additions to D & I report will be resubmitted.	KM
4.OKS Policy and Procedures, Sanction Application Form of OKS	For YMCA	Revised Sanction Fees for Approved meets for YMCA meets to 100.00 for a one day meet and 200.00 for a 2 day or up to 3-day meet. Any Approved meet sanction application or Meet Book received 30 days or less before planned competition sanction fees will be doubled. Unanimous approval by Board. Becomes effective immediately.	PT Sanction Coordinator
5. Proposal 1- 15-19 finals. To remove the "B" heat of 15-19 finals.	Proposal 1- 15-19 finals. To remove the "B" heat of 15-19 finals. The times standards are based on the average 20th place for all age groups in the meet. That means that the meet is designed to have 20 swimmers per event and 8 of them get to swim in finals or 40% make finals. The 15-19 age group has 20 swimmers but 16 or 80% of them get a second swim.	Remove “B” final of 15-19 finals.	CE 1 st CE 2 nd AK All Approved
6. Proposal 2- linked to #1- time saved by eliminating B final can we parade.	Proposal 2- linked to #1- take the time saved by eliminating the 15-19 'B' finals heats and use that to allow either a parade for all finalists (not 10 under heats) or use it to present awards to the top 3 finisher in each final. If we go with the award presentation, I propose we do not actually present them with their medal, but rather have them stand on the awards podium and present them with a staging medal for pictures. This will save time and help maintain the time line.	Motion made to eliminate the “B” final for 15-19 age group. Time saved from this elimination will be available to use in order to allow a parade for all finalist or podium. OKS Athlete reps are unanimous to support parade. Final details to be worked out with Meet Ref at General Business meeting.	CE 1 st CE 2 nd JB All Approved

Topic	Discussion	Action	Person Responsible
7. Proposal 3- Late entry deadline	<p>Proposal 3- Late entry deadline- I want to move the late entry deadline (with fine) to Thursday night 15 minutes after the general meeting be Thursday at 12:00 pm prior to the general meeting. PASSED</p> <p>Proposal 3- Late entry deadline shall be Thursday at 12:00 pm prior to the general meeting. PASSED</p>	<p>The meet is not seeded until this time. So no heat sheets have been created and the meet is still being administrated pre-meet style. This means that people who screw up and miss the actual entry deadline have until the "start of the meet" to get themselves in the meet. The fines would remain the same and be due prior to the Friday scratch deadline which is 15 minutes after the Thursday general meeting.</p>	<p>CE</p> <p>Amendment 1st CE 2nd BH 8 -Yay 2 -Nay</p> <p>1st CE 2nd DO 8 - Yay 2 - Nay</p>
8. Proposal 4- Entry fees and fines	<p>Proposal 4- Entry fees and fines- All meet fees must be paid in full prior to the start of the meet. All meet fees shall be paid by the scratch deadline for Friday Morning Events. If not paid by the scratch deadline of Friday Mornings events shall incur a fine of \$200.00 per team or \$100.00 per unattached athlete not represented by a team.</p> <p>All meet fees shall be paid by the scratch deadline for Friday Morning Events. If not paid by the scratch deadline of Friday Mornings events shall incur a fine of \$200.00 per team or \$100.00 per unattached athlete not represented by a team.</p>	<p>I would like to further define this as 15 minutes after the Thursday general meeting. That is the time entries are official closed (proposal 3) and the meet is to be seeded at that point. All positive check in for Friday is to be completed and everything administratively needed to start the meet should be done at this point. The entry fees should all be collected by this point as well. In effect, the State Championship meet will begin 15 minutes after the conclusion of the Thursday night general meeting. House will be notified of LSC State changes at the HoD meeting.</p>	<p>CE</p> <p>Amendment 1st KM 2nd CE All in Favor</p> <p>1st CE 2nd KM 9 – Yay 1 – Nay</p>
9.Calendar	Adds and Changes	Made all Changes and Adds	PT
10. Paid positions on the BOD	Paid positions are scripted in the current and proposed new model bylaws such that a voting board member shall not be paid for services for the LSC.	The new model bylaws propose that the Treasurer can be paid and, on the BOD, but with no vote, voice only. However, it may not be possible under Oklahoma Statue governing Not For Profit Corporations. This question will be explored when the proposed model By Laws are reviewed by an attorney prior to finalization and	PT

Topic	Discussion	Action	Person Responsible
		<p>presentation to the HoD in April 2019. Registration Coordinator position under the new By Laws might not be a board position. This would allow the position to still be a paid position</p> <p>It is our belief that Safe Sport should be a priority board position and that the Chair of this committee should not also have additional responsibilities/service with the LSC. if we are intentional in our commitment to Safe Sport.</p>	

127

128 **10 Minute Break**

129

130 **Discussion resumed at 9:10 PM**

131 **Finance Vice Chair Report: MB**

132 MB attended LSC Best Practices. MB will be sending financials to Doug Barker with
 133 First Western Trust , who handles USA Swimming Investments. He will provide a
 134 report of our liquidated monies that we are able to invest. CH would like more
 135 information on how the money is used, why aren't we using it. PT suggested that we
 136 must keep \$140K available.

137

138

139 2018 Year End Financials

140 2018 Thru August, actuals compared to budget (broken out to the line item)

141

142 Meet Registration is due by December 1st, 2018

143

144 Swimposium:

145 KM – Cathy Durance reports that Mental Health Program will cost \$4000.00

146 Will add revenue line for Swimposium Income

147

148 Despite the budget annually being in the red, we always end in the black.

149 The sanction fee income changed to be projected at \$5000 based on 2017 actual.

150

151 CE - Line 800 \$2000.00 Paid by individuals. Individuals need to be reimbursed by LSC.

152 1st CE 2nd CH All in Favor for 2, USA-S Life Time Memberships. Recognition and

153 Appreciation of Service to the LSC.

154

155 Motion to accept 2019 Budget by KM, 2nd by BH. Motion Accepted.

156 Motion to accept Quad Budget by CE, 2nd by BH. Motion Accepted.

157

158 Motion to adjourn by CE, 2nd by KM

159

160 **Meeting Adjourned for Evening at 10:20 PM**

161

162 *****

163

DRAFT